PeopleSoft Agency Position Report Instruction



Revised - October 15, 2003

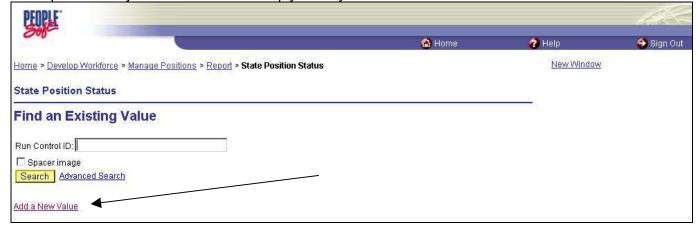
This **revised** instruction summary is being provided to add a screen missed in the previous instructions dated 10/8/03. You will find the screen on page 4 of this revision.

Another issue you may notice on your report is that 'Inactive' positions are listed. Positions are no longer deleted from the system, they are changed to 'inactive' status when no longer available for use. In the next revision of the report we'll eliminate those from the list but for now we have changed the Inactive positions to a 0 fte so that while they will list, they will not add to your 'Total BU/Dept Position FTE:'

One item you need to be aware of is that if you have a 'regular' position with more than one employee, it will be listed in the report twice and consequently counted twice in the Total Dept. Position FTE. That is one instance when the Total Dept. Position FTE may be overstated on the report. One possible solution is to add another position part-time (i.e. two 50% FTE positions instead of one 100% FTE). However, that should not be necessary when a single regular position is actually being shared by 2 employees. The project team will continue looking for a way to 'fix' the report rather than changing positions – Stand by for further developments.

REQUEST AN AGENCY POSITION REPORT

Use the following navigation to 'State Position Status' and select 'Add a New Value' or if you have run this report before you can 'Search' or simply enter your 'Run Control ID'.

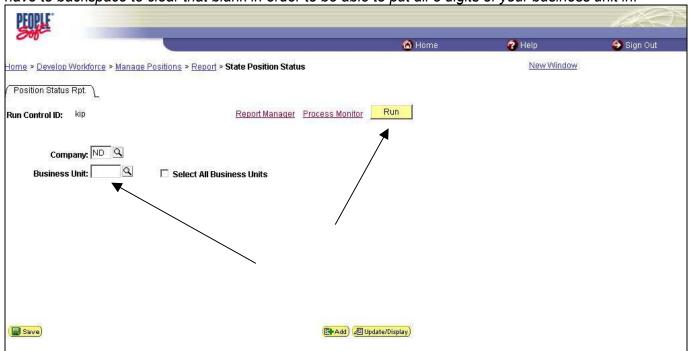


'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5 digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

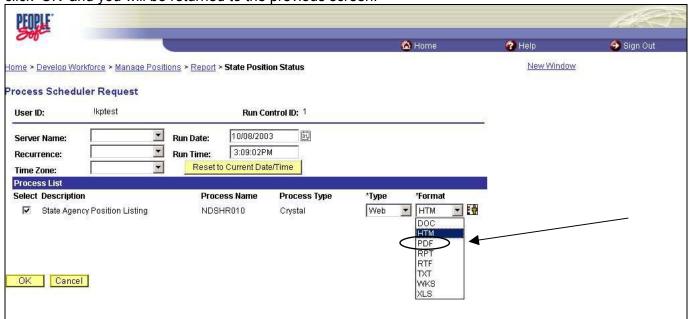


In the following screen enter your 5-digit Business Unit. You will only get results for the Business Unit(s) for which you have security access. Then Click 'Run'.

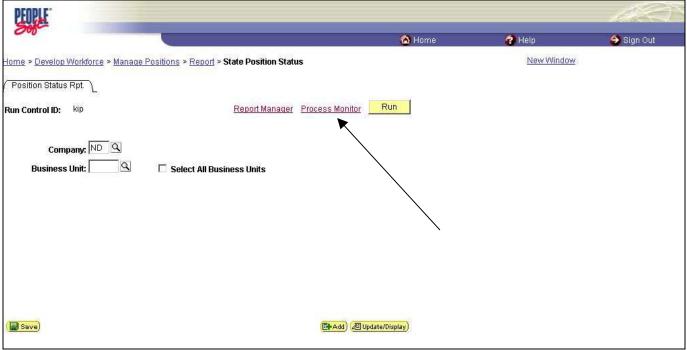
NOTE: The 'system' currently seems to be placing a blank space in the Business Unit field. You may have to backspace to clear that blank in order to be able to put all 5 digits of your business unit in.



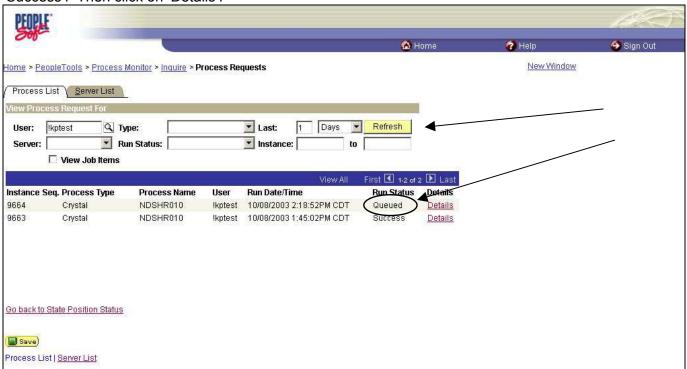
The following screen shows the parameters for the report and the *Format defaults to 'HTM', The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.



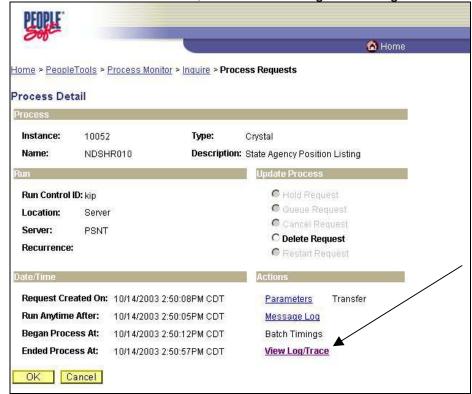
When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.



At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



At this Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.



Then click the report name below to view the report. Report/Log Viewer Instance: 9664 Type: Crystal NDSHR010 Run Cntl ID: Name: kip Status: Success Submitted By: !kptest Server: PSNT Recurrence: State Agency Position Listing Name Size CreationDate Wed Oct 08 14:20:49 2003 Message Log 0 bytes 74378 bytes Wed Oct 08 14:20:50 2003 NDSHR010 9664.PDF

The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

